

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: February 23, 2015
CC: All Departments

Carter



Important Notes to All:

Business Session: The following supplements or substitutes for memos in your packet: N/A

Workshop: This is intended to be a follow-up on the Draft Position Classification and Compensation Plan. You will find in your packet a memo from the Tax Collector proposing the establishment of the Position of "Office Clerk" in her office. The proposal creates a more robust staffing model while still saving a bit over \$9k. Assuming your approval of this position, Heidi has prepared a revised Grade and Step Plan as well as a revised Job Classification & Compensation Schedule to also include the new approach to the Call Firefighter compensation. She has also prepared revised job descriptions to cover all of the prior – and then subsequent follow-up – comments from the Board and staff. We also hope to follow-up on the debrief over the new evaluation tool and the collective comments coming from the last staff meeting, and receive any direction you are prepared to give.

Weekly Activities: In follow-up to the 02/19 meeting, Jim Duddy, member of the Recreation Advisory Board, has advised that "I am going to step down at this time." and "Maybe revisit in (the) future." Bruce, Scott, and I met to confer on potential projects for submission to LRPC and inclusion in the upcoming TIP program. We should have this for you on 03/05. Town reports and the Village Vision Executive Summary are expected from the printer no later than 03/02. We push them to meet their initial delivery date of 02/27.

Finance & Personnel: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: On Monday, Agent Kinmond started at 5 a.m., to check drifting snow due to overnight high winds. One on-call worker was called out to assist and private plowing contractors were contacted to check their respective routes for snowdrifts. The crew was deployed to do the same, and the crew continued on with high winging and pushing back snow banks. On Tuesday, the crew was bucketing back areas to make room for snow, checking for snowdrifts, high winging and pushing back snow banks. The crew also spot sanded bus routes, high traffic and hilly areas. The crew mixed 134 tons of salt with liquid deicer. Truck #7 went out of service due to an electrical/computer issue with its fuel system and was towed to the International Dealer in Barrington, NH. On Wednesday, the crew

continued to bucket snow back in areas where snow had drifted and at intersections. Snowbanks were high winged back in subdivisions and in the west end of Town and private roads. The crew mixed approximately 90 tons of salt with liquid deicer and did storm preparation. Truck #15 had a catastrophic engine lock up which was later determined to have a blown motor, rendering the truck out of service. Agent Kinmond will be working to seek possible solutions, i.e. warranty (full-part), and cost comparisons for the 6 year old truck with 59,000 miles. The crew and a mechanic contractor made repairs to the leaking fuel tank on truck #6 with a patch kit and on truck #9's damaged rear wing slide and repaired at an Up-fit vendor. Agent Kinmond attended CPS training at NHBET in Concord. On Thursday, at 2:25 a.m., the PD called Agent Kinmond for snow conditions, and at 3 a.m. the crew was called in for winter operations with a 3" snow accumulation. At 4 a.m. the private plowing contractors were called to plow the private roads. The snow stopped at 4:30 a.m. and crews were able to plow and treat roadways with good results. The crew high winged snow banks and spot sanded areas. On Friday, the crew worked on bucketing back drifted areas at Long Island Beach and other locations. The man-made snow berm at Long Island Beach has reached capacity with snow drifts at nearly 12'. The crew checked areas for continued drifting snow due to windy conditions, and continued to plow highways and push back areas. The crew spot sanded bus routes, Town gravel roads, high traffic and hilly private gravel roads. Truck #7 was picked up at the dealer after warranty repairs were made and put back into service. The department's fire extinguishers were inspected. Agent Kinmond attended the Staff Meeting, Town Highway Safety Committee Meeting (discussed 10 year NHDOT recommendation for the Town). On Saturday, at 8:20 p.m., the PD notified Agent Kinmond of snow conditions and slippery travel (2" snow accumulation). The crew was called in at 9 p.m. and started plowing operations and remained until Sunday at 8:30 a.m. Private plowing contractors were called at 2:30 a.m. to plow private roads. The storm ended at 2:30 a.m. with a total of 5" snow accumulation. Agent Kinmond noted one private contractor mishap, while plowing in the Balmoral subdivision, an attempt was made to turn around at the end of Fawn Lane, when they backed into a parked car. Minor damage was done and the PD handled the report (inadequate area to turn around, no delineated hammerhead or cult de sac).

Facility & Grounds: The crews spent the majority of the week handling snow removal at facilities due to blowing snow conditions. Highway assisted with rink maintenance, snow blowing, and Zamboni treatments. The crew also worked on a shelving project in one of the storage containers (storage for plow parts etc.). The F&G crew assisted Highway with winter operations.

Waste Management: Supervisor Greenwood reported that the facility shipped scrap metal and mixed paper. Supervisor Greenwood will be on vacation and FA King will be in charge during this time. FA King reported that truck #1's plow hitch broke during snow removal on Sunday and they will bring it to Highway on Monday for repair. Supervisor Greenwood also reported that the facility could use additional waste oil, which highway has in storage and will ship to Waste Management this week.

This week: Storm clean up, stockpile maintenance and equipment maintenance.

Moultonborough Police Department: The Moultonborough Police Department recorded 469 log entries, which included the following calls for service: 27 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 3 complaints, 1 MV Accident, 3 MV Complaints, 14 residential alarms, 3 commercial alarms and 3 K-9 complaints

Training: Feb. 19th, MPO LeBlanc attended BSOG Training.

Moultonborough Fire Department: Nothing to report this week.

Development Services: Nothing to report this week.

Town Planner: Nothing to report this week.

Code Enforcement: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: We had a great turnout for the Father Daughter Dance on Friday Feb. 20th – a great time was had by all. On Saturday Feb. 21st our Cardboard Sled Derby had about a dozen creative entries. This week we will host a sledding party on Tuesday the 24th and a Twilight Skating Party on Thursday the 26th. We are getting a great response to our trip to the Portland Flower Show on March 5th. We are working on our summer brochure – a sure sign that spring is on the way.

Important Dates to Remember

County Commissioners Meeting, County Admin. Building, February 25, 2015, 9 AM

Selectmen's Work Session, February 26, 2015, 4 PM

Selectmen's Meeting, March 5, 2015, 7 PM

Election Day, Tuesday, March 10, 2015, Public Safety Building, 7 AM

Town & School District Meeting, March 14, 2015, Moultonborough Academy, 9 AM

Selectmen's Meeting, March 19, 2015, 7 PM

Selectmen's Work Session, March 26, 2015, 4 PM

*** Staff Meeting, March 6, 2015 @ 9 AM ***